

DEPARTMENT OF SOCIAL SERVICES

744 P Street, MS 19-96, Sacramento, CA 95814



November 9, 2005

ALL-COUNTY INFORMATION NOTICE NO. I-71-05

TO: ALL COUNTY WELFARE DIRECTORS
ALL IHSS PROGRAM MANAGERS

Reason For This Transmittal

- ☒ State Law Change
☐ Federal Law or Regulation Change
☐ Court Order or Settlement Agreement
☐ Clarification Requested by one or More Counties
☐ Initiated by CDSS

**SUBJECT: IN-HOME SUPPORTIVE SERVICES (IHSS) SOCIAL WORKER
TRAINING ACADEMY**

The California Department of Social Services (CDSS) is pleased to announce the official roll-out of the In-Home Supportive Services (IHSS) Social Worker Training Academy. The CDSS has partnered with the California State University, Sacramento (CSUS) College of Continuing Education (CCE), and the Institute for Social Research who is responsible for designing the curriculum and delivering training which began in September 2005.

Curriculum for the IHSS Training Academy was developed with input from counties through the California Welfare Directors' Association, county surveys, and the IHSS Social Worker Training Workgroup established in accordance with Senate Bill (SB) 1104 requirements. CSUS has hired professional trainers and county staff familiar with the IHSS assessment process as subject matter experts to provide the training.

The Phase I training is a two-day course designed to improve the quality of the IHSS assessment process. The curriculum for day one is designed around "Assessing Complex Needs." During the second day, the process of "Authorizing Services" will be examined. At the completion of the Phase I training, participants will be able to apply principles covered and practiced during the training which will lead to greater consistency and uniformity in the assessment and authorization of IHSS services. The following are guidelines and information regarding the training academy:

- As a prerequisite to the training, participants should be familiar with the Uniformity System and have viewed the Uniformity In Action video. Copies of the video are available in both VHS and DVD format through the Quality Assurance Bureau (QAB).
- The course schedule for both days is 8:30 am - 4:30 pm. Participants who arrive late will not be admitted to the class.

- Participants must attend both days of the Phase I training sessions. The classes are sequential, so if someone misses the first day they would not be able to attend only the second day of training.
- Social Workers, supervisors, and other designated county staff must register online. County IHSS Program Managers have received the registration web address (URL) from CSUS.
- Online registration will be closed the Wednesday **before the week a session begins**. At that time, a message reading “limited space available, **contact the CSUS Registration Department, Tim Lynch, at (916) 278-5645 to enroll**” will appear next to the session’s listing.
- There is a limit of 30 participants per training session. Priority will be given to social workers and supervisors. Of the 30 training slots, 5 will be reserved for other designated individuals (State staff, Public Authorities [PAs] Administrative Law Judges [ALJs], etc).
- The QAB will facilitate enrollment for State staff, PA staff, ALJs, and any other staff not employed by the county social services agency. If counties receive inquiries regarding enrollment from non-county employees, they need to direct these calls to the QAB at (916) 229-3494 or email QAB at IHSS-QA@dss.ca.gov.
- Once a session has reached its registration capacity of 25 county participants, the session will be closed to online enrollment. At that time, a message reading “Session full, contact your IHSS Program Manager to be added to the waiting list” will appear next to the session’s listing. County staff will maintain their own waiting list. For sessions that include multiple counties, it is suggested that the county hosting the training maintain a waiting list for invited counties. Staff from CSUS will contact the county IHSS Program Manager if additional training slots become available.
- Participants who miss the second day of training must make arrangements with their IHSS Program Manager to re-schedule the second day of training. The IHSS Program Manager should contact Tim Lynch at (916) 278-5645 to re-schedule the second day of training. Arrangements should be made to re-schedule the second day as close to the first day as possible. To assist the counties in identifying staff who need to be re-scheduled for day two training, CCE will send an attendance report to the IHSS Program Manager within two weeks after the completion of each session. These individuals will then be enrolled in another session based on location and available space.

- Counties with fewer than 15 social workers will be grouped with other counties. Efforts will be made to minimize the amount of travel time required.
- There will be no direct costs to the counties for the training. Please see additional information below regarding travel expense reimbursement.
- After participants have completed both days of training, they will receive a certificate of completion from CSUS. Certificates will be mailed directly to the county IHSS Program Manager for distribution.
- Two additional training sessions are being added to the schedule to accommodate Non-Professional IHSS Affiliated Parties with one to be held in Northern California and the other in Southern California.

Reimbursement for Travel Expenses

Welfare Department participants can be reimbursed for travel expenses consistent with the State Department of Personnel Administration (DPA) and CSUS regulations. The DPA and CSUS travel expense guidelines provide for the reimbursement of necessary out-of-pocket expenses incurred while traveling on official State business. Because participants' travel expenses are incurred for a State-funded project; these guidelines must be adhered to. The amount of reimbursement one receives for each day of travel is related to the circumstances of the trip (i.e. destination, length of stay, etc.). In most cases, mileage is the only reimbursable expense.

Additional IHSS Training

It is anticipated that additional training components will be offered through CSUS after the completion of Phase I training. Further information will be provided as the additional training components are developed.

If you have any questions regarding the information provided above, please contact Brian Koepp, Chief of the QAB at (916) 229-3494 or send an email to IHSS-QA@dss.ca.gov.

Sincerely,

Original Document Signed By
Eva Lopez for Joe Carlin on 11/09/05
JOSEPH M. CARLIN
Acting Deputy Director
Disability and Adult Programs Division

c: CWDA